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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 20 January 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 3, Week of 14 - 20 January 1958.

1. Numbers in Clerical Induction Training. During the week of 14 January there were 39 people in Clerical Induction Training. Of these 12 were entering for the first time.

2. Numbers in Clerical Orientation Training. There were 30 people in Clerical Orientation for the week of 14 January. This sudden increase in numbers was due to the fact that the Office of Personnel decided to withdraw the people who had been in Clerical Induction Training for 12 or more weeks, but who had failed to meet the Agency's standards in their skills. Their titles were changed and they are being assigned accordingly.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 14 January were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	1	1
Typing	5	3

4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 13 January were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	2	0
Typing	10	0

5. [] Leaves the Clerical Training Staff. Friday, January 17, was [] last day on duty with the Agency. [] will replace [] as secretary to the Chief, Clerical Training.

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6. Clerical Training Staff previews Typing Film. Members of the Clerical Training staff previewed a new typing film produced by Smith-Corona and featuring Norman Saksvig, a former world's champion speed typist who is now Smith-Corona's education director. The film is called Better Typing--at Your Finger Tips; it concentrates on the "rights" and "wrongs" in typewriting fundamentals. The instructors were enthusiastic about the film and have requested that we endeavor to secure it for use in Clerical Induction and Clerical Refresher training courses.



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